

**Action Memorandum Check Sheet<sup>1</sup>**

Original to: Records Center (Admin Record)

Coordination with or obtained:	Y/N	Contact Info or Comment:
Acct No. obtained	Y	10PW
CERCLIS No. obtained	Y	ORN 001 001 877
ATSDR coordination	N	
Community Involvement/Press coordination	Y	JUDY SMITH / JO GALLAHER
Contracts (ERRS, START)	Y	START
Dept of Agriculture (Forest Service lands)	NA	
Dept of Commerce/National Marine Fisheries (ESA) issues considered	NA	
Dept of Interior (ESA) issues considered	NA	
IGCE completed, if required	Y	DONE
NPL coordination	NA	
ORC coordination/concurrence	Y	LEEFERS
PRP search initiated	Y	
CID coordination	N	
Admin Record established	Y	
State coordination	Y	
SHPO coordination	NA	
Operations/Hanford Office coordination	NA	
Tribal Office coordination	NA	
Tribal (cultural and natural resources) issues considered	NA	

Copies to: Lynne Kershner (CERCLIS reporting)  
Mike Sibley (ERRS)  
Mary Matthews (ER Program file)

<sup>1</sup> This check sheet is **required** for all Action Memos and is to be used as a guide for OSCs and RPMs to ensure proper communication and coordination with various stakeholders. With the exception of ORC, formal concurrence is not required but items should be considered prior to routing an Action Memo for signature. Check sheet should be included with formal signature package.

